

Title:	Manager of the Year Award	
Purpose:	To recognize City managers for outstanding work accomplishment and to foster excellence in City service.	
Issued by:	Employment and Personnel Services	Date: February 15, 2005
References:	Hawaii Revised Statutes §78-29; CS Circulars 1354 (6-30-82) and 39-85 (11-25-85)	

I. POLICY

The City recognizes managers for outstanding accomplishment in their work performance.

A committee of citizens will make the final selection from among the finalists. Presentation of the CITY MANAGER OF THE YEAR AWARD will be made along with the CITY EMPLOYEE OF THE YEAR AWARD at the City's Awards Ceremony.

II. NOMINATION PROCEDURE

A. The rules governing nominations are as follows:

1. Any regular civil service employee who holds a position in the Excluded Managerial Compensation Plan in the City may be nominated. A former employee of the City may be eligible for the award if the nomination is made for the award year in which the employee worked for the City.
2. An employee previously nominated is eligible for renomination provided the employee was not selected as the "City Manager of the Year" within the last three years.

Example: An employee who receives the XX01 "City Manager of the Year" award would not be eligible for renomination until XX05.

3. Manager of the Year nominees may be selected by their department heads, by subordinate employees, or by other excluded managers (EM) in their department. Persons making a nomination should submit the nomination directly to the Employment and Personnel Services Division, Department of Human Resources (DHR). Department heads will be requested to endorse or comment on the nomination of managers from their departments.
4. A "Committee of Peers" shall be selected from among EMs, by the Director of Human Resources (Director). The purpose of this committee shall be to screen the nominations received so that a number not less than two but not more than four shall remain. Such remaining number of persons shall be considered as finalists for the award.

III. SELECTION GUIDELINES

- A. Nominations and selection shall be made on the basis of any one or a combination of the following factors:
 - 1. Displayed outstanding and consistent program successes in planning, setting objectives, scheduling, organizing, delegating and controlling the work of the organization.
 - 2. Maintained a cooperative, cohesive work group and motivated and assisted subordinates as well as peers through recognizing good work and counseling and being aware of their needs and problems.
 - 3. Provided leadership and participated in developing and implementing innovative programs, which have contributed to improving public service.
 - 4. Demonstrated the ability to make decisions and perceive relationships directed toward achieving organizational goals.
 - 5. Provided leadership in the development of managers or future managers, through the establishment or improvement of programs, such as courses, forums, workshops, research, or other activities, that would tend to improve management's performance or knowledge.
- B. Duplication of recognition awards is not permitted within the City's Awards Program, except for the Employee Suggestion Program, Service and Retirement Awards during the award year.
- C. Form DHR-EPS-52 (revised 7/03) shall be used to submit your nominations. Additional forms are available from the DHR.

IV. AWARDS

A. Manager of the Year Finalist

- 1. An appropriate recognition award as determined by the Director, except if designated as the City Manager of the Year.
- 2. Each Manager of the Year Finalist's department shall purchase the recognition award as determined by the Director, except the department whose finalist is designated as the City Manager of the Year. This department shall forward the warrant (dollar value of the bond) to the DHR. (See B.2.a))

B. City Manager of the Year

- 1. \$500 U.S. Savings Bond or other appropriate recognition award as determined by the Director.
- 2. The DHR shall be responsible for the funding and acquisition of the following:

- a) \$500 U.S. Savings Bond or other appropriate recognition award as determined by the Director. The warrant issued by the City Manager of the Year's department shall be included in the award.
- b) Koa or monkeypod bowl for each Manager of the Year Finalist.
- c) An appropriate recognition award for the City Manager of the Year. This is separate from the award identified in 2a).
- d) Other appropriate items of recognition.
- e) Engraving of nameplate on the perpetual plaque.